

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on March 21, 2019 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, Green Bay, WI

PRESENT: JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, KATHY PLETCHER (via phone), DAVID RUNNING, and JOHN VANDER LEEST

EXCUSED: MARISSA MELI, HECTOR RODRIGUEZ, and STEVE TERRIEN

ALSO PRESENT: Sarah Sugden, Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers (staff).

CALL TO ORDER President Van Dyck called the meeting to order at 5:15 p.m.

APPROVE/MODIFY AGENDA AND MINUTES Motion by , seconded by , to approve the agenda and minutes. Motion carried.

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

Presentation by Collection Development Manager Due to illness, Dale Cropper was not in attendance. This presentation will be rescheduled.

LIBRARY BUSINESS

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS Chosa presented the Financial statements through February 2019. Motion by , seconded by , to approve the financial statement and the January and February Gift , Grants and Donations as follows:

Brown County Library

Gifts, Grants & Donations Report

January 2019

Gifts & Donations

01/04/19	J. Sawyer	50.00	SW Programs
01/16/19	S. Kamz	300.00	WH Fiction
01/16/19	Coco's Urban Cottage	6.80	General
01/23/19	Friends of the Brown County Library	225.00	Prog Supplies
01/23/19	Friends of the Brown County Library	4,000.00	Stack & Steeples
01/23/19	D. Ziesemer	5,000.00	Books K-5th
01/31/19	Friends of the Brown County Library	1,312.00	Room Reserve Maint.
01/01/19	Ashwaubenon		Donation Box
01/01/19	Bookmobile		Donation Box
01/01/19	East		Donation Box
01/01/19	Weyers/Hilliard		Donation Box
01/01/19	Customer Service		Donation Box
01/01/19	Kress		Donation Box
01/01/19	Pulaski		Donation Box
01/01/19	Southwest		Donation Box
01/01/19	Wrightstown		Donation Box
	Total Donations	\$ 10,893.80	

Brown County Library

Gifts, Grants & Donations Report

February 2019

Gifts & Donations

02/14/19	Friends of the Brown County Library	1,554.10	Programs
02/01/19	Coco's Urban Cottage	4.60	General
02/01/19			
02/28/19			
02/28/19			

02/28/19			
02/28/19			
02/01/19	Ashwaubenon	31.00	Donation Box
02/01/19	Bookmobile	1.23	Donation Box
02/01/19	East	31.96	Room Reserve Maint.
02/01/19	Weyers/Hilliard	79.50	Donation Box
02/01/19	Customer Service	63.99	Donation Box
02/01/19	Kress	18.37	Donation Box
02/01/19	Pulaski	12.15	Donation Box
02/01/19	Southwest	5.49	Donation Box
02/01/19	Wrightstown		Donation Box
02/01/19	Total Donations	<u>\$ 1,802.39</u>	

Motion carried.

FACILITIES REPORT

Beyler reported that the

PERSONNEL UPDATE

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that the Friends Born to Read program will distribute 150 baby kits during National Library Week to new parents at all four area hospitals. The program is meaningful to parents as they often respond to the friends how special the kits are and how they appreciate the library information on the importance of reading to your child. The library recently eliminated the rental DVD program. One patron was disappointed by this because she would take advantage of regularly browsing the collection to see new releases. A staff member took that opportunity to demonstrate how to search the catalog for "movies coming soon," and the patron was very pleased and grateful.

Lagerman just attended

NICOLET FEDERATED LIBRARY SYSTEM

Approve 2018 Collection Development Grant Evaluation Report Motion by Vander Leest, seconded by Meli, to approve the 2018 Collection Development Grant Evaluation Report. **Motion carried.**

Approve 2019 Collection Development Grant Application

Motion by Vander Leest, seconded by Pletcher, to approve the 2019 Collection Development Grant Application. **Motion carried.**

Presentation and Approval of 2018 Annual Report Motion by Vander Leest, seconded by Pletcher to approve 2018 Annual Report. **Motion carried.**

APPROVE SUMMER HOURS – DENMARK BRANCH LIBRARY

Motion by Vander Leest, seconded by Running, to approve the Denmark Branch summer hours and post at the school and in local newspapers as follows:

MON | WED 1 pm – 8 pm

TUES | THURS 10 am – 5 pm

Motion carried.

APPROVE REVISED BEHAVIOR POLICY This policy is not ready but will be presented at the March meeting. **Motion** by Vander Leest, seconded by Pletcher to hold until March meeting. **Motion carried.**

APPROVE REVISED JOB DESCRIPTIONS Motion by Vander Leest, seconded by Pletcher, to take all items (A-C) at one time. **Motion carried.**

- A. Research Librarian
- B. Local History Librarian
- C. Teen Services Librarian

Aubinger questioned why the lifting requirement is not the same across job descriptions (some are 20# max and others are 40# max) and wondered why there is a difference. It was also questioned why a person is responsible for locking up alone. Rogers replied that there are never less than two staff locking up at any location. Aubinger asked for a strikeout version indicating changes, or highlighting changes or noting what is changing. Rogers agreed to provide one redlined copy and highlight one with new (specifically new) things.

Motion by Vander Leest, seconded by Running, to hold vote on job descriptions until March meeting. **Motion carried.**

Van Dyck proposed modifying the agenda by moving items 13 and 14 to follow 9. **Motion** by Vander Leest, seconded by Pletcher, to modify the agenda. **Motion carried.**

PRESIDENT'S REPORT Van Dyck asked, for presentation at the March meeting, information on where Central systems could reside. Sugden, Van Dyck, County Executive Streckenbach, Doug Marsh from County Facilities and Beth Lemke met and had a good conversation about a library/museum co-location. There are some options for additions and re-design but how it all lays out is difficult. Sugden and Lemke will meet to discuss how the space could work. Hiring an architect so actual costs can be determined is needed. The results of a past co-location study was from a different perspective and things have changed. Meli feels there is a bigger purpose for the Central Library. Feasibility needs to be determined. It was noted that operations do not necessarily belong in a downtown location.

Rodriguez asked Sugden her thoughts on the topic. She believes there is some natural alignment and is excited to talk with Lemke about what a co-location could look like but some concerns include the site and parking, accessibility, governance.

Van Dyck commented that the first hurdle is the cost. The library has programmatic needs and a space needs study is necessary. Meli is curious about management. It would be best to get this done soon so it does not delay other projects. Architect needs to programmatic needs whether the library stays, moves, or co-locates.

Van Dyck stressed that the need for a required square footage and recognizes that the number will likely be higher than what some people believe what it will be. This topic must move forward as the County Executive is working within a specific timeframe.

LIBRARY DIRECTOR'S REPORT There were no questions related to Sugden's written report that was included in the meeting packet. Other items of interest include a review of the volunteer program. It was noted that volunteers do go through a background check. Friends' volunteers are separate from the library's volunteers. Rodriguez is interested in attending meetings about Central Library. **Motion** by Vander Leest, seconded by Pletcher, to receive and place on file. **Motion carried.**

OPEN SESSION Pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches. Administrative staff and Supervisor Tran was invited to stay. **Motion** by Running, seconded by Pletcher, to move into closed session at 7:23 p.m. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Pletcher, Aubinger, Terrien, Running, and Van Dyck. Nay: None. **Motion carried.**

CLOSED SESSION pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches.

RECONVENE IN OPEN SESSION Approve any action that may have been recommended in Closed Session. **Motion** by Running, seconded by Pletcher, to return to open session at 7:50 pm. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Pletcher, Aubinger, Terrien, Running, and Van Dyck. Nay: None. **Motion carried.**

No action taken.

OTHER BUSINESS Kathy Pletcher distributed packets she shared with members of the Joint Finance Committee at Library Legislative Day in Madison. She and others were advocating for additional library funding in the Governor's biennial budget. The statewide system redesign (consolidation for systems and services) is a complicated political process. An additional \$1.5M was included in current budget. The handout demonstrates how the money was used to stimulate lifelong learning: online classes offered free to residents; developing Wisconsin's workforce; and improving access to information through science, technology, engineering and math (STEM) programming. Continuing support of Badgerlink and Recollection WI (new) - preserving materials through digitization, are also priorities of the WI Library Association. A Wisconsin library fact sheet illustrates the impact of public, college, university, school and special libraries. As an example, there were 51 million physical items checked out (an average of one million per week); and 12.5 million uses of public internet computers and wireless internet uses statewide.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

ADJOURNMENT Motion by Vander Leest, seconded by Pletcher, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 8:10 pm.

NEXT REGULAR MEETING:

March 21, 2019

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman
Recording Secretary